



GSA's National Furniture Center

Express Desk

Now You Can Fax Your Orders **Toll Free!**

Advantages of the Express Desk

1. 24/7 ordering (by fax)
2. Acknowledgment of order receipt
3. Most orders placed within 48 hours of receipt
4. Experienced staff familiar with the FAR
5. Personalized service using Government professionals
6. Priority project and urgent requirement specialists
7. Customer follow-up services
8. Order accountability and tracking
9. One-stop shopping
10. Hassle-free ordering, unlimited format on order form

Toll Free Fax to: 877-240-6453
Attention: "EXPRESS DESK"



Remember to include:

- Item Description
- Manufacturer/Supplier
- Quantity/Unit of Issue
- GSA Contract Number(s)
- Picture of the Item (if available)
- MIPR (DOD only)
- Part Number, Model, NSN
- Price
- FEDSTRIP/MILSTRIP Requisition Number
- Color, Fabric, Finish
- Contact Name, Phone, Fax and E-Mail Address
- Best Value Determination Sheet (on reverse)

Multiple line items can be consolidated under a single requisition. Simply attach a bill of materials with your requisition.

For more information, call 703-305-7003
DSN 602-1032

8:00 a.m. - 5:00 p.m. EST, Monday - Friday
Non-Toll Free Fax: 703-305-7934
E-Mail: express.desk@gsa.gov